

SECTION 2: CLASSIFICATION OF POSITIONS**2-1. Classification Plan**

- 2-1.1. The Classification Plan provides for the grouping of all positions in classes, based upon classification factors determined by the County Administrator.
- 2-1.2. The Classification Plan consists of the following:
- 2-1.2.1. Written specifications of the classes of positions with their titles; and
 - 2-1.2.2. Provisions for the allocation of each position to its appropriate classification.

2-2. Amendments to the Classification Plan

The Classification Plan may be amended by the County Administrator.

2-3. Class Specifications

- 2-3.1. Each class specification shall describe the essential nature of the work, characteristics of positions of the class, and a statement of the minimum qualifications, knowledge, skills, and abilities necessary to perform the duties assigned.
- 2-3.2. The class specifications shall be considered as descriptive rather than restrictive, and they shall be used to indicate the kinds of positions that should be allocated to the respective classes. They shall not be used to establish the specific duties or responsibilities of any position, or to limit the ability of a department head or supervisor to assign duties or to direct, control or evaluate the work of any employee.

2-4. Class Title

- 2-4.1. The class title of a position shall be used as the official title of the position wherever such position is designated in any payroll, budget, or other official records and reports.
- 2-4.2. The official class title shall be assigned by the County Administrator. Department heads may assign “informal” titles to such positions as they deem appropriate and necessary.
- 2-4.3. The term “*deputy*” shall be used to refer to a position held by an individual who is appointed to act as a substitute for his department head and in his behalf, in the name of the department, in matters in which the department head himself may act. Department heads and their deputies are considered public officials.¹
- 2-4.4. The term “*assistant*” shall be used to refer to a position held by an individual who is not a deputy but who aids or helps a public officer.²

¹ Va. Code 15.2-1502(B)

² Va. Code 15.2-1502(C)

2-5. Maintenance of Classification Plan

- 2-5.1. The County Administrator shall from time to time review the duties, responsibilities and qualification requirements of all classified positions.
- 2-5.2. Whenever there are significant changes in a particular job position, it is the responsibility of the department head to request a reclassification study.
- 2-5.3. It is the responsibility of each department head to notify the County Administrator whenever a position is no longer needed.

2-6. Personnel Complement

- 2-6.1. The Personnel Complement is a listing of all authorized positions. An “authorized position” is a permanent job position that has been approved by the Board of Supervisors and for which funding has been provided in the County’s budget. There are three categories of permanent positions, based upon funding sources:
 - 2-6.1.1. Category I: County funded
 - 2-6.1.2. Category II: funded by a mix of County and non-County sources, and
 - 2-6.1.3. Category III: non-County funded.
 - 2-6.2. The Finance Director shall maintain the official historical and current Personnel Complement.
 - 2-6.3. Each department head shall similarly maintain a record of established positions for their respective departments.
 - 2-6.4. Additional authorized positions funded in whole or in part by the County may be established only with the approval of the Board of Supervisors. However, the County Administrator may reallocate and redistribute existing positions within and between departmental complements in her sole discretion.
 - 2-6.5. No person shall be hired, promoted, demoted, transferred or paid in any position funded in whole or in part by the County until the position has been approved by the County Administrator and Director of Finance.
- 2-7. Independent Contractors**
- 2-7.1. On occasion the County may contract with an individual or company to provide specified services within a certain timeframe. These independent contractors are not employees of the County are not subject to tax withholding and are not entitled to employee benefits.
 - 2-7.2. Payments to independent contractors are reported on IRS Form 1099 or W-2 as determined by the Department of Finance.

- 2-7.3. The Internal Revenue Service presumes that individuals providing personal services are employees, not independent contractors and therefore that taxes should be withheld from their compensation. Departments wishing to treat individuals as independent contractors should consult with the Director of Finance and County Attorney to ensure proper tax treatment.

2-8. Hourly, seasonal and temporary employees.

- 2-8.1. *Hourly [part-time] employees.* Regular hourly employees are hired for 37.5 or fewer hours per workweek and may work for an extended, indefinite period of time. The rate of pay is set by the County Administrator. Hourly employees are not eligible for benefits and do not earn leave.
- 2-8.2. *Seasonal employees.* Seasonal employees (full- or part-time) are employees hired for a specific program, project or type of service for a defined period of time. The rate of pay is set by the County Administrator. Seasonal employees are not eligible for benefits and do not earn leave.
- 2-8.3. *Temporary employees.* Temporary employees (full- or part-time) are hired for a designated period of time, not to exceed 12 months.³ The rate of pay is set by the County Administrator. Temporary employees are not eligible for benefits and do not earn leave.
- 2-8.4. Hourly, seasonal or temporary positions are not permanent, authorized positions. Continued employment or increases in rate of pay are not guaranteed and should not be expected.

2-9. [Reserved]

³ Va. Code 15.2-1503(A)